

Biscayne Bay Regional Restoration Coordination Team

SMALL GROUP INSTRUCTIONS

DUTIES OF EACH GOAL SMALL GROUP:

1. **FOLLOW STEP BY STEP, DO NOT PROCEED TO NEXT STEP UNTIL YOU HAVE FINALIZED THE STEP YOU ARE WORKING ON.**
2. **General Review:** Review the chart that contains the information on your Goal.
3. **Issue Group Review:**
 - a. Definition of an Issue: A point of matter of discussion, debate or dispute.
 - b. Look at the issue groupings again and come to consensus on their accuracy
 - i. Are the items listed issues?
 - ii. Do they belong where they are?
 - iii. If not, where should they be?
 - iv. Are the groupings appropriate?
 - v. Make the changes you think are necessary.
4. **Objectives:**
 - a. Definition of an Objective: a specific, measurable, achievable end with a timetable that marks progress toward accomplishing the Goal. Objectives are SMART:
 - i. Specific
 - ii. Measureable
 - iii. Achievable
 - iv. Realistic
 - v. Have a Timetable
 - b. Review the Objectives previously drafted and make changes if necessary.
 - i. Are they really Objectives?
 - ii. Do they meet the above criteria?
 - iii. If not, are they action items or activities? If so, set them aside.
 - c. Add Objectives if you think appropriate.
5. **Identifying Commonalities Across Goals:**
 - a. Review the Issues and Objectives of the other groups and identify which ones cut across the Goals and Issue Groups.

IF YOU COMPLETE THE ABOVE IN ITS ENTIRETY, THEN GO ON TO DO THE FOLLOWING:

6. Action/Activity Steps:

- a. For each Issue Group, develop specific action steps.
- b. **LET THE OBJECTIVES HELP GUIDE YOU WHEN FORMING YOUR ACTION STEPS**
- c. Definition of an action/activity step: an activity which contributes to the accomplishment of an objective
- d. Criteria of action/activity steps:
 - i. They resolve as many of the issues as possible
 - ii. They work toward achieving the overall Goal
 - iii. **SEQUENCING YOUR STEPS IS OF PRIMARY IMPORTANCE.**
 1. Consider when each step must take place: first, second, etc.
- e. Answer questions with regard to each action step:
 - i. Is this being done already or has it been done in the past?
 - ii. What is the timetable on this action step (duration, initiation, etc.)
 - iii. What further information do we need? Who can provide it?
 - iv. What other issues does this impact (in our group or in other Action Groups)
 - v. Why is it important to know this?
 - vi. Are there other ways to accomplish this?
 - vii. How will we measure this step's progress?
 - viii. Do we have baseline data (if applicable)?
 - ix. Who should be responsible for implementing this step?
 - x. What are the funding sources?